



City of Columbus  
Mayor Michael B. Coleman

## Department of Development

Boyce Safford III, Director

### Certificate of Appropriateness Application To the Downtown Commission

#### Office of the Director

50 W. Gay St.  
Columbus, Ohio 43215-9040  
(614) 645-8591  
(614) 645-6245 (FAX)

#### Planning Division

109 N. Front St.  
Columbus, Ohio 43215-9030  
(614) 645-8664  
(614) 645-1483 (FAX)

#### Downtown Commission

Daniel J. Thomas (Staff)  
Urban Design Manager  
(614) 645-8404  
djthomas@columbus.gov

*For Staff Use Only*

*Application Number:* \_\_\_\_\_ *Date Received:* \_\_\_\_\_

#### **Applicant Information:**

*Emailed to applicant – complete electronically and return to:*

*djthomas@columbus.gov*

#### **Certified Property Address**

#### **Applicant Name**

#### **Mailing Address**

**City**            **State**            **Zip**

**Day Telephone**            **email**

#### **Property Owner**

#### **Mailing Address**

**City**            **State**            **Zip**

**Day Telephone**            **email**

#### **Attorney (if applicable and different than applicant)**

#### **Mailing Address**

**City**            **State**            **Zip**

**Day Telephone**            **email**

#### **Design Professional(s)**

#### **Mailing Address**

**City**            **State**            **Zip**

**Day Telephone**            **email**

## Check all boxes which apply to your project:

*Please refer to Section 3359.27 (D), Design Review, for a complete list of conditions for which the Downtown Commission shall hear and decide on applications for Certificates of Appropriateness.*

- ☐ **Conceptual Review:** Discuss with the Commission preliminary design ideas for a project. The Commission can address problems with the proposal and offer helpful advice. A Certificate of Appropriateness will not be issued for a conceptual review.
- ☐ **New Construction or Alteration:** New construction or exterior change to a building. This includes, but is not limited to, building additions, new facades, plaza areas, skywalks, changes visible to the sidewalk or street, etc...
- ☐ **Parking Structures:** This includes, but is not limited to, free-standing structures, structures attached or abutting another building, public parking structures, private parking structures, parking for a charge or parking for no charge.
- ☐ **Surface Parking Lots:** This includes, but is not limited to, accessory parking, non-accessory parking, public parking, private parking, parking for a charge or parking for no charge.
- ☐ **Parks, Landscaping, and Public Art:** Public or private parks, the removing or adding major landscaping features that will significantly change the appearance of the property, or the siting of public works of art.
- ☐ **Mural (Temporary Graphic) or Sign:** Advertising murals are up for a limited duration. Text and advertising should be downplayed over creativity. Permanent signs should be appropriate to setting – i.e., relationship to architecture and urban context.
- ☐ **Demolition:** Removal of any building or structure. See Section 3359.15, Demolition, of the Downtown Zoning District for requirements.
- ☐ **Other:**\_\_\_\_\_

## Project Description:

Estimated number of construction jobs involved in this project:\_\_\_\_\_

Estimated number of employees working on premises after project completion:\_\_\_\_\_

Estimated total cost of project:\_\_\_\_\_

**Describe the proposed project** (*Use additional pages if necessary*)

**Property Owner's Signature** \_\_\_\_\_ **Date**\_\_\_\_\_

**Applicant's Signature** \_\_\_\_\_ **Date**\_\_\_\_\_